



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
U.S. ARMY CONTRACTING AGENCY
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JUN 30 2004

SFCA-CP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Contracting Agency Policy Memorandum P004: Contingency Contracting Officer (CCO) Warrants

AUTHORITY: FAR 1.108(c), 1.602, 1.603, DFARS 201.603, AFARS 5101.603 and Army Contracting Agency (ACA) Policy Memorandum P001 – Contracting Officer selection, appointment and termination policy.

PURPOSE: Establish responsibilities, documentation requirements and procedures to recognize, appoint or terminate warrants of CCOs assigned to support ACA Warfighting (WFX) Principal Assistants Responsible for Contracting (PARCs) consistent with FM 100-10-2, Chapter 2 (Contracting Support on the Battlefield).

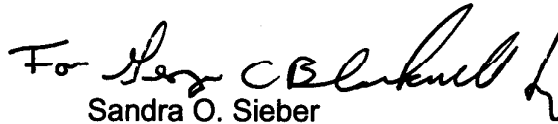
PERSONNEL AFFECTED: All CCOs, including non-ACA CCOs, that possess warrants when they arrive into theater in support of the Army Service Component Command (ASCC).

REVIEW: The WFX PARC will review qualifications of all contracting officers (other than specialty Major Commands such as Army Materiel Command (AMC), Surface, Deployment and Distribution Command (SDDC), United States Army Corps of Engineers (USACE)) when they arrive into theater. The PARC will determine if the Contracting Officer may continue to utilize their parent organization's issued warrant. No person will utilize their warrant in theater until the warrant and their qualifications are reviewed and approved by the PARC. As a general rule, each WFX PARC will recognize warrants issued by other PARCs. Re-issuance of a warrant with limited authority is appropriate in those rare instances where credentials are questionable or additional training is needed.

RECORDS: The WFX PARC will maintain records of all personnel under their contracting authority that have warrants which will include both their execution and award approval authority. It should be noted that if the procurement item identification numbers (PIINs) are issued by other than the WFX PARC, then such files belong to that organization, and not the WFX PARC. If the WFX PARC wants to maintain all contract files in his/her theater, then they should issue PIINs to be utilized by the Contracting Officer.

TERMINATION: The termination of a Contracting Officer appointment will be by letter. Termination may be for reasons such as reassignment, termination of employment or unsatisfactory performance. No termination shall operate retroactively (FAR 1.603-4).

REQUEST FOR APPOINTMENT OR TERMINATION OF CONTRACTING OFFICER WARRANTS: All requests will be done in accordance with ACA Memorandum P001 – Contracting Officer selection, appointment and termination policy.


Sandra O. Sieber
Director
Army Contracting Agency

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U.S. ARMY CONTRACTING AGENCY PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING

U.S. Army Contracting Agency, Southern Region, ATTN: SFCA-SR, 1301 Anderson Way, SW., Fort McPherson, GA 30330-1096

U.S. Army Contracting Agency, Northern Region, ATTN: SFCA-NR, 11 Bernard Road, Building 10, Fort Monroe, VA 23651-1001

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